

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee met on Monday, April 8, 2019 at 6:15 p.m. in Conference Room No. 1 at the Willmar City Office Building.

Present:	Shawn Mueske Chair
	Rick Fagerlie Council Member
	Vicki Davis Council Member
	Kathy Schwantes Council Member

Others present: Human Resource Director Samantha Beckman, City Administrator Ike Holland, Finance Director Steve Okins, Mayor Marv Calvin, Labor Attorney Brandon Fitzsimmons, Shelby Lindrud "West Central Tribune."

Item No. 1 Call to Order

The meeting was called to order by Council Member Mueske at 6:15 p.m.

Item No. 2 Public Comment

No public comment.

Item No. 3 Meeting Time Change (Resolution)

Staff proposed switching Community Development and Labor Committee times to accommodate our new Planning & Development Director's schedule. A motion was made by Council Member Schwantes, seconded by Council Member Davis to hold Community Development Committee meetings at 5:15 p.m. and Labor Committee meetings at 6:15 p.m. going forward.

Item No. 4 Out of Class Pay Approval-Interim P&D Director (Motion)

The Working out of Class Policy requires Council approval for any employee to receive working out of class pay. Staff submitted the pay request for our interim Planning and Development Services Director. The interim director should receive out of class pay for February 1, 2019 through April 14th 2019. A motion was made by Council Member Schwantes, seconded by Council Member Davis to approve the Out of Class Pay Request.

Item No. 5 Sick Leave Donation Policy Update (Motion)

Staff presented an updated policy that allows more flexibility in donating sick hours and increases the amount one employee can donate or receive. A motion was made by Council Member Schwantes, seconded by Council Member Davis to approve the policy as amended.

Item No. 6 Employee Personnel Policy (Motion)

Staff presented the first pages of the updated employee personnel policy obtained from the League of MN Cities. At the League's recommendation, staff is utilizing their handbook template and customizing it to Willmar's policies and procedures. A motion was made by Council Member Schwantes, seconded by Council Member Davis to approve the first three pages and Media Relations Policy as presented, replacing sections 1.1; 1.2; 1.3; 2.1; 2.2; and 2.6 of the personnel policy.

Item No. 7 Miscellaneous (Information)

A motion was made by Council Member Fagerlie, seconded by Council Member Schwantes to go into closed session pursuant to Minn. Stat. 13.D.05 subdivision 3B to discuss threatened litigation against the City of Willmar. The meeting was closed at 6:28 p.m. and Mr. Holland, Mr. Okins, Mr. Calvin, and Ms. Lindrud left the meeting.

The meeting was reopened at 7:07 p.m. by Council Member Mueske.

There being no further business to come before the Committee, the meeting was adjourned at 7:08 p.m. by Chair Mueske.

Respectfully submitted,

Samantha Beckman
Human Resources Director